



**Transportation
Security
Administration**

**OFFICE OF FINANCE AND ADMINISTRATION
REAL ESTATE MANAGEMENT DIVISION**

**TSA MANAGEMENT DIRECTIVE No. 200.3
HEADQUARTERS FACILITIES MANAGEMENT**

To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This revised directive supersedes TSA MD 200.3, Headquarters Facilities Management, dated September 19, 2016.

SUMMARY OF CHANGES: The entire Management Directive 200.3 was updated to reflect the new Facilities Electronic Request and the new Division names due to TSA reorganization.

- 1. PURPOSE:** This directive provides TSA policy and procedures for facilities management specific to the TSA Headquarters (HQ) in the DC metro area, which encompasses the following facilities: TSA HQ – Arlington, TSA Systems Integration Facility (TSIF), Freedom Center (FC), Metro Park Walker Lane, Annapolis Junction (AJ); and Law Enforcement/Federal Air Marshal Service (OLE/FAMS) Reston.

NOTE: This directive does not apply to the leasing and renovation of office space, purchase and installation of furniture, parking for official Government vehicles, and related space services, check point or baggage screening space for the field offices (on and off-airport), which are covered under TSA MD 200.12, Space and Furniture for Field Locations.

- 2. SCOPE:** This directive applies to all TSA HQ in the DC metro area housing TSA staff requiring office space, furnishings, parking for official Government vehicles, and space-related services. For space, furniture, and other related issues for the field offices (on and off-airport), please refer to [TSA MD 200.12, Space and Furniture for Field Locations](#).

3. AUTHORITIES:

- A. 41 CFR Part 101, Federal Property Management Regulations
- B. [DHS 119-02-003 Workspace Standard Instruction](#)
- C. [DHS MD 119-02, Real Property Management Program](#)
- D. [DHS MD 11030.1, Physical Protection of Facilities and Real Property](#)
- E. Federal Management Regulation (FMR), Subchapter C—Real Property Part 102-74—Facility Management
- F. National Environmental Policy Act (NEPA) of 1969, Pub. L. 91-190, Jan. 1, 1970, 83 Stat. 852 (42 U.S.C. 4321 et seq.)
- G. [TSA MD 200.0, Chief Administrative Officer \(CAO\) Roles and Responsibilities](#)
- H. [CAO Letter 200-7 – Use of Electronic Smoking Devices in TSA Facilities](#)

I. [CAO Letter 200-9 – TSA Workplace Standards Modification to Existing Policy](#)

J. Applicable building and life safety codes regulating construction and finishes

K. Applicable local, municipal and/or county codes

4. DEFINITIONS:

- A. Facilities and Infrastructure Branch (FAIB): The branch within TSA Real Estate Management Division (REMD) that manages and oversees the building management and facilities support at the TSA HQ locations in the DC metro area.
- B. Construction Drawings (CD): Full construction drawing set that includes all architectural, electrical, data and lighting configurations, mechanical, plumbing, furniture layout, security enhancements, engineering design, and all associated notes, equipment details and schedules.
- C. Design Intent Drawings (DID): Preliminary construction plan set that includes all attributes of CDs except engineering design.
- D. Facility Manager: TSA employee assigned to provide and coordinate all facility services for tenants in their assigned facility, and who also ensures staff support requirements are met and the property is managed in accordance with TSA policy and procedures.
- E. Federal Property Management Regulations (FPMR): Regulatory guidelines pertaining to acquisition and management of public buildings, utilities, space, furniture, and other programs and activities of the General Services Administration (GSA) which are applicable to other Federal agencies.
- F. GOV: Government Owned Vehicles.
- G. GSA: GSA is the landlord for the Federal government and, as such, provides real estate services to TSA, including leasing agent activities.
- H. Lease Agreement: An official document by which the rights of use and occupancy of space are transferred by the owner to another entity for a specific period of time and rental rate.
- I. Lessor: One who holds title to and conveys the right to use and occupy a property under lease agreement.
- J. Office: A major TSA organizational element headed by an Approving Official (Associate Administrator, Assistant Administrator or equivalents, or their designees) with delegated authority and assigned scope and responsibility for subordinate program offices.
- K. Office of Contracting and Procurement (OCP): The Office that is responsible for executing contracts, interagency agreements for assisted acquisition, and other transaction agreements that reflect sound judgment, optimize use of resources, and comply with federal regulations, and socioeconomic initiatives.

- L. Program Office: A subordinate element of an Office responsible for the execution of a program.
- M. Direct Leasing Branch (DLB): This branch within TSA REMD that has the responsibility for procuring and managing the TSA Direct Lease Portfolio.
- N. Space Plans: An initial sketch that shows placement of walls and doors, but that does not have attributes such as electrical, data, lighting details.
- O. Space Standards: Standards for the allocation of space that have been developed for implementation in TSA facilities. The standards are set forth in detail in the CAO Letter 200-9 TSA Workplace Standards Modification to Existing Policy and are used for space allocations at TSA HQ facilities.
- P. Square Footage (SF): Space calculation used to compute the amount of interior building space occupied.
- Q. Support Space: Office space, other than individual workstation space, supporting activities within an office (e.g., file rooms, conference rooms, and storage space).
- R. Systems Furniture: Modular furniture comprised of interchangeable non-load bearing panels; work surfaces, and storage units.
- S. Tenant: A Program Office occupying an area or portion of a leased or owned Government property for a fixed or indefinite period of time.
- T. Tenant Improvement Allowance (TI): Also referred to as a Construction Allowance, it is monies, labor, supplies, or other consideration given by a landlord to a tenant for construction as part of the lease negotiation.
- U. Workstation: A systems furniture cubicle within which TSA personnel may be assigned. Workstations are enclosed by systems furniture partitions, and provide an environment suitable for work, including adequate lighting, air conditioning, heating, ventilation, floor covering, wall finish, and accessibility.

5. RESPONSIBILITIES:

- A. FAIB is responsible for:
 - (1) Providing a workspace for all TSA HQ employees in the DC metro area, and ensuring that those workspaces meet TSA standards;
 - (2) Maintaining communications with facilities points-of-contact (POCs), DLB, GSA, and the relevant TSA office/program requiring real estate services;
 - (3) Obtaining funding for office space, renovations, furnishings, related services, and physical office moves associated with the TSA HQ in the DC metro area;

NOTE: In the event office space, furnishings, and/or related services are acquired for TSA offices/programs outside of the TSA HQ in the DC metro area, the Freedom Center or the TSIF, the requesting TSA office/program must identify funding.

- (4) Providing final approval authority regarding real estate service requests for TSA HQ in the DC metro area submitted by Offices or Programs;
- (5) Obtaining funding approval for authorized lease actions, construction modifications, furnishings, related services, and relocation services for facilities in the TSA HQ in the DC metro area;
- (6) Ensuring that lessor/GSA has a copy of the CAO letter 200-9 TSA workplace standards and instructing them to adhere to the specifications for all construction efforts;
- (7) Obtaining office space with lease acquisitions for the TSA HQ in the DC metro area;
- (8) Managing furniture acquisition for the TSA HQ in the DC metro area;
- (9) Managing construction/renovations for the TSA HQ in the DC metro area;
- (10) Auditing preliminary and final space plans, CDs, and DIDs for all facility related projects to ensure compliance with TSA authorized staffing allocations, space, and construction standards outlined in the CAO letter 200-9, and national codes and standards for construction;
- (11) Coordinating review of CDs and DIDs with the Physical Security Section, OIT, and the Occupational Safety, Health and Environment Division (OSHE);
- (12) Providing planning assistance for the physical move of an office from one location to another;
- (13) Managing and overseeing the building(s) management and facilities support at the TSA HQ in the DC metro area; and
- (14) Managing mail services.

B. Facility Managers are responsible for:

- (1) Managing services and processes that support the core mission of TSA;
- (2) Providing a suitable office environment for TSA Program Offices' respective mission in accordance with approved TSA standards;
- (3) Improving efficiency by reducing operating costs without impacting productivity;
- (4) Executing strategic planning and day-to-day facility related operations, particularly in relation to buildings and premises at appropriate levels to support Federal agency missions;

Areas of responsibility include but not limited to:

- scope of work, cost estimate and contract management;
- building and grounds maintenance;
- janitorial;
- health and safety;
- snow removal;
- solid waste management (including recycling);
- tenant space alteration/ minor repairs; and
- utilities.

- (5) Managing the Operations and Maintenance (O&M) contractor with the designated Contractor Officer's Representative (COR) assigned to the O&M contract for the allocated facility;
- (6) Coordinating all facility operational needs with the lessor/GSA/DLB, and any other external sources as needed;
- (7) Procuring and maintaining necessary mail equipment, including postage meters, for Program Office tenants' official use;

NOTE: Postage meters shall be compatible with the U.S. Postal Service's Official Mail Accounting System (OMAS) and be assigned a sub-agency numerical code approved by TSA's Mail Manager.

- (8) Providing contributions, as required, to the Physical Security Section on the Occupant Emergency Plan at the assigned facility;
- (9) Maintaining a current *Facility Orientation Brochure* that provides the tenant with a general description of all facility related operations and procedures;
- (10) Coordinating with Offices/Programs to arrange for office and furniture moves;
- (11) Providing assistance to OSHE in maintaining a safe work environment;
- (12) Providing assistance to PMD in the management, accountability, control, utilization, and disposal of Government-owned, leased, and/or borrowed equipment at the assigned facility;
- (13) Performing as the Vehicle Custodian (VC) for the assigned facility as applicable. VC is designated on a TSA Form 277, Vehicle Custodian Officer Appointment, as being accountable for the compliance oversight related to policy and procedures concerning the use and control of TSA owned or leased motor vehicles;
- (14) Enforcing the Federal Management Regulation (FMR), the GSA's and Government's legislation guide for real property policy. Subchapter C - Real Property Part 102-74 - Facility Management;

- (15) Ensuring compliance to the energy conservation guidelines in 10 CFR part 436 (Federal Energy Management and Planning Programs;
- (16) Ensuring compliance to the energy standards prescribed by the American Society of Heating, Refrigerating, and Air Conditioning Engineers and the Illuminating Engineering Society of North American in ASHRAE/IES Standard 90A-1980, as amended by the Department of Energy;
- (17) Ensuring compliance to the Executive Order 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace" (3 CFR, 1997 Comp., p. 216) and to the CAO Policy Letter 200-7 Use of Electronic Cigarettes; and
- (18) Ensuring compliance with the Federal Management Regulation 102-74.190 and 41CFR 102-74.190, that prohibits from operating portable heaters, fans, cooking appliances, mini refrigerators and other such devices in Government-controlled facilities unless authorized by the federal agency facility manager and approved by Office of Human Capital's Reasonable Accommodation Branch.

C. Office of Contracting and Procurement (OCP) is responsible for:

- (1) Providing assistance to the FAIB representative during the development of the PR package and the agency requirements (as necessary);
- (2) Developing the solicitation and facilitating the evaluation and negotiation of all offers submitted by prospective Offerors; and
- (3) Ensuring an approved Facilities Electronic Request is received from the program office prior to processing a procurement action that requires TSA to provide space and seating for contractor employees.

D. Office of Information Technology (OIT) is responsible for:

- (1) Providing telecommunication services to include all end user IT data and telephone service and equipment;
- (2) Furnishing and installing all IT cross connection termination from the patch panel to the IT end user hardware that occurs during construction at the TSA HQ facility in Arlington;

NOTE: All IT cabling and cross connection terminations at the TSIF, FC, Metro Park Walker Lane, AJ; and OLE/FAMS Reston, the requesting TSA office/program must identify budget and funding.

- (3) Participating in evaluating real estate service requests from facility locations and providing input regarding telecommunications impact of request;
- (4) Reviewing drawings received from FAIB to ensure compliance with applicable sections of the IT program of requirements, and providing concurrences or recommendations for

architectural design changes or modifications, and participating in facility site visits, as required; and

- (5) Providing FAIB and the appropriate Office POC support to arrange for moving computers and/or additional voice/data work required for the removal and relocation furniture. All required electrical work for the move/relocation will be by FAIB.

E. Occupational Safety, Health, and Environment Division (OSHE) is responsible for:

- (1) Providing concurrences or recommendations for architectural design change or modifications to FAIB projects;
- (2) Participating in site visits, as required, for evaluating and assessing proposed locations and facilities identified for TSA use;
- (3) Providing oversight, technical support, and assistance to managers and supervisors in carrying out their responsibility of providing a safe and healthful work environment for all TSA employees; and
- (4) Ensuring TSAs efforts as an environmental steward by providing support and technical assistance to all functional levels within TSA.

F. OLE/FAMS Security Services and Assessments Division - Physical Security Section is responsible for:

- (1) Defining minimum security requirements for facility locations, and providing input regarding the security impact of requests;
- (2) Reviewing drawings received from FAIB to ensure compliance with applicable sections of the Security Program of Requirements (POR), and providing concurrences or recommendations for architectural design changes or modifications based on review;
- (3) Participating in facility site visits, as required; and
- (4) Maintaining an Occupant Emergency Plan and distributing same to each functional lead within each program office, with collaboration and coordination from the Facility Manager.

G. Program Offices are responsible for:

- (1) Providing FAIB with accurate staffing levels including position and pay band (supported by staffing validation when required) and unique operational space requirements so that the appropriate amount of office and support space may be acquired;
- (2) Coordinating with FAIB to prioritize the expenditure of funds for offices requiring space, renovations, and/or furniture;

- (3) Requesting new, expansion, additional, or alternate space, furniture or facilities services as described in Section 8E of this directive;
- (4) Submitting a Facilities Electronic Request to FAIB for program needs such as space, improvements, or furniture;
- (5) Identifying a POC to work with FAIB throughout all phases of a space or furniture project, and participating in kick-off meetings in addition to regularly scheduled meetings to ensure that all goals and objectives are presented;
- (6) Staying within authorized space allocations established by FAIB;
- (7) Avoiding any action with lessors or O&M Contractors that would obligate TSA for funds or otherwise assume responsibility of FAIB as outlined in this directive;
- (8) Keeping FAIB informed on all aspects of space furniture, IT and any other facility related projects;
- (9) Notifying FAIB of any positions moved from/to HQ or Field buildings, and obtaining FAIB approval prior to submitting a Statement of Work (SOW) to OCP for contracted employees to be housed in HQ facilities;
- (10) Coordinating all routine IT requests (e.g., relocation, connection, etc.) through the IT support team;
- (11) Notifying their Facility Manager of any space, furniture, or facility related deficiencies or requirements; and
- (12) Coordinating with FAIB to arrange for moving office and furniture moves.

H. DLB is responsible for:

- (1) Awarding contracts for authorized lease actions and construction modification for direct lease facilities in the TSA HQ/DC Metro area;
- (2) Communicating with the lessor for construction/renovation projects for all TSA direct lease facilities inclusive of TSA HQ designated facilities in the DC Metro area; and
- (3) Developing the solicitation package to facilitate the evaluation and negotiation of all bids submitted by prospective lessors, in regards to all direct leasing actions.

6. POLICY:

- A. TSA will promote and enforce efficient space utilization on the basis of policies and standards contained within this directive with due consideration for mission needs, economy, and efficiency.

- B. FAIB is the only program entity that has the authority to execute facility related modifications, to include, but not limited to, space acquisition, furniture requirements, and interior modifications.
- C. Purchase Cards: In general, purchase cards may not be used to acquire or renovate space, acquire or install furniture (rental or permanent), or for other facility services. Exceptions may be found in the *DHS Purchase Card Program Manual* available via the TSA Intranet.
- D. Renovation/Construction: Projects funded through the tenant improvement allowance included in the lease or by funding obtained outside the lease agreement must adhere to the standards and specifications addressed in the CAO letter 200-9 TSA workplace standards.
- E. TSA Space Standards and Build-Out Specifications:
 - (1) Space standards, furniture layouts, and build-out specifications, for administrative space, have been developed and are published in the CAO letter 200-9 TSA Workplace Standards Modification to Existing Policy.
 - (2) The current HQ Consolidation schedule shows that relocation to the new leased location will begin in Q4 FY20. TSA must continue to be good stewards for the taxpayer during this period of location uncertainty; therefore, restrictions will be implemented that strictly limit office furniture reconfigurations and construction modifications in all locations affected by the HQ Consolidation project (HQ Pentagon City, Walker Lane, and OLE/FAMS Reston), as referenced in CAO Letter 200-8 – see Appendix.
 - (3) In order for any project to be approved by CAO, the Office/Program's project request must include a minimum of two (2) of the following efficiency criteria:
 - (a) Lowered overall operational cost;
 - (b) Reduced office space footprint;
 - (c) Sustainment of internal collaboration and meeting space; or
 - (d) Incorporating telework/mobility concepts and desk sharing principles.
 - (4) Funding constraints notwithstanding, the TSA Workplace Standards Modification space, furniture, and build-out standards shall be applied to ensure consistency in all HQ facility locations. To the extent that lack of funding limits the ability to acquire and renovate space that meets the standards of the TSA Workplace Standards Modification, FAIB will work with the TSA Program Office to establish priorities.

Space Standards:

- (a) In those instances, where renovations/construction will be accomplished, the standards published in the CAO letter 200-9 TSA Workplace Standards Modification to Existing Policy shall be adhered to. Deviation from the standards on construction

drawings will result in the need for re-design to ensure compliance, which may significantly delay the process.

(b) Workstation Sizes: see **Appendix**.

F. Space Allowances and Requests:

- (1) Allowances shall be determined based on the Program Office staffing levels. Data provided by office includes the full complement of budgeted personnel. Office space and furniture will be allocated to TSA programs in accordance with authorized staffing levels and standards associated in the CAO letter 200-9 TSA Workplace Standards Modification to Existing Policy.
- (2) Requests for additional space for contracted employees require the submission and approval of the Contractor Space request. The approved Contractor Space Request must accompany the PR package to OCP for the associated services contract.

G. TSA personnel, both employees and contractors, are **not** permitted on the rooftop of any TSA facility without a business justification, prior notification to FAIB POC and prior written consent from the CAO.

H. Parking:

- (1) Within available funding, FAIB shall provide one (1) parking space for each official Government vehicle assigned to a Program Office.
- (2) Privately owned vehicle parking spaces are typically acquired in conjunction with the office lease. TSA does not pay for employee parking beyond what is provided in the lease agreement.

I. Furniture:

- (1) FAIB authorizes funding for all rental and permanent furniture in the TSA HQ in the DC metro area.
- (2) All rental and permanent furniture for the TSA HQ in the DC metro area shall be ordered through, or approved by FAIB.

J. Electrical Devices:

- (1) Federal agencies are prohibited from operating portable heaters, fans, and other such devices in Government-controlled facilities unless authorized by the TSA Facility Manager in accordance with Federal Management Regulation (FMR) 102-74.90 and approved by Office of Human Capital's Reasonable Accommodation Branch.
- (2) Personal appliances such as refrigerators, coffee makers, microwaves, and other such appliances are not allowed in areas that are not designated as kitchens or kitchenettes.

7. PROCEDURES:

- A. This directive is specific to TSA HQ in the DC metro area and associated facilities. Refer to TSA MD 200.12 for field facilities management policy and procedures.
- B. Facility Requests:
- (1) FAIB will evaluate requests, taking into consideration factors such as space currently occupied and under lease, availability of funding, telecommunications and security impacts, existing lease constraints, fiscal soundness, and operational implications.
 - (2) If a request is approved, FAIB will work with the Program Office POC and lessor/GSA to acquire, expand, modify, or reconfigure the appropriate space, or acquire furniture or facility service as requested.
- C. Utilities and Janitorial Services:
- (1) In most cases, utilities and janitorial services are included in the lease. In the event a lease does not include utilities or janitorial services, FAIB will work with OCP to contract for them.
 - (2) Office keys will not be entrusted to a cleaning force. Arrangements should be made to have facilities cleaned during normal duty hours. In those areas where arrangements cannot be made to have the office cleaned during normal working hours, an authorized employee will be assigned to escort the cleaning personnel while in the office, pursuant to DHS MD 11030.1.
- D. Release/Return of Space:
- (1) As conditions change (i.e., staffing levels, program changes, space availability, change in lease terms) resulting in reduced space requirements, FAIB will work with the Program Office to readjust their space assignment accordingly.
 - (2) FAIB can initiate right-sizing actions. FAIB will work with the TSA Program Office in these cases to select appropriate space to return, and coordinate the orderly return of the space to mitigate disruption to operations.
- E. All HQ real estate requests including space, furniture, or facilities services from any office must be submitted via email to the appropriate facility addresses.
- (1) TSA HQ: iShare-based [Facilities Electronic Request](#);
 - (2) Freedom Center: TSOC-Facility@tsa.dhs.gov;
 - (3) TSIF: TSIF.CustomerService@tsa.dhs.gov; or
 - (4) Metro Park Walker Lane: WalkerLaneCustomerService@tsa.dhs.gov

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

May 23, 2017

Pat A. Rose, Jr.
Assistant Administrator/Chief Financial and
Administrative Officer
Office of Finance and Administration

Date

EFFECTIVE

Date

Distribution: All HQ Personnel
Point-of-Contact: MDs&Forms-17@tsa.dhs.gov

Appendix

TSA Workplace Standards

Position	Type of Workspace	Maximum Space Allocation
Administrator, Deputy Administrator, Assistant Administrator, Deputy Assistant Administrator	Closed Office	240 square feet
TSES (not in above)	Closed Office	120 square feet
L, M, Supervisory	Closed Office	120 square feet
Series 0905 (lawyers)	Closed Office	120 square feet
All Others	Open Workspace	30-48 square feet

In addition to the above standards, the following also apply:

- The standards are the maximum space that is authorized although less may be assigned due to location or other constraints;
- No employee shall have more than one assigned workspace within TSA owned/leased space;
- Employees routinely out of their workspace/office (job duties/AWS/telework) 40% or more per pay period shall not have a dedicated workspace;
- Contractors being housed within TSA leased space will NOT be routinely approved and require business justification for seating in TSA facilities; and
- Any new field space requests will be driven towards existing TSA field locations that may require modifications without expanding the footprint (related to OMB's Reduce the Footprint guidance of 2012).

GUIDANCE FOR PROJECT APPROVAL LIMITS FOR CONSOLIDATION LOCATIONS

Action	Current through September 30, 2018	October 2018 and beyond
<u>Furniture Modifications</u>	Not to exceed \$15,000 per Program Office for this period	Not to exceed \$5,000 per Program Office for this period
<u>Construction Modifications</u>	Not to exceed \$10,000 per Program Office for this period	No modifications